



**U.S. DEPARTMENT OF THE TREASURY
FINANCIAL CRIMES ENFORCEMENT NETWORK**

March 11, 2013

MEMORANDUM FOR ALL EMPLOYEES

FROM: Jennifer Shasky Calvery

SUBJECT: Equal Employment Opportunity and Diversity Policy

The Financial Crimes Enforcement Network (FinCEN) is dedicated to achieving a model workplace that is free from any unlawful discrimination, prohibited harassment, or retaliation in all aspects of its personnel policies and practices. Fundamental to our mission is our obligation to honor the diversity of our workforce and ensure all employees are treated with fairness and respect. It is our diverse workforce that enhances our ability to accomplish FinCEN's mission by bringing together people with a wide range of skills, views and experiences.

FinCEN does not tolerate discrimination or harassment on the basis of race, religion, color, sex (including pregnancy and gender identity), national origin, age, mental or physical disability, genetic information, sexual orientation, parental status, marital status, political affiliation, military services, or any other factors prohibited by applicable law. In addition, FinCEN will provide reasonable accommodations to qualified individuals with disabilities, and accommodations for religious practices, in accordance with applicable laws and procedures.

Managers and Supervisors are expected to execute proactive diversity initiatives to assure fairness and equity in personnel management, including recruitment, hiring, promotions, training, and awards. Employees are urged to report acts of harassment to the appropriate agency officials as outlined in FinCEN's policy and procedures for the prevention and elimination of workplace harassment.

Any employee who believes he or she has been subjected to any form of unlawful discrimination or reprisal for protected Equal Employment Opportunity activity must contact the Office of Outreach & Workplace Solutions, within forty-five (45) days of the alleged discrimination or reprisal, in order to preserve his or her right to raise the complaint.

If you have any questions concerning Equal Employment Opportunity and Diversity, please contact the Office of Outreach and Workplace Solutions at 703-905-5052.